

**West Virginia
Justice Assistance
Grant Program**

FY 2015

**Grant Application
Instruction Manual**

State of West Virginia



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WV Justice Assistance Grant Program

Grant Application Instructions

Section I - Overview

The goal of the West Virginia Justice Assistance Grant program is to enhance the quality of life in West Virginia through the fostering of a crime-free environment within local communities; help ensure a swift, efficient, and effective criminal justice system reflective of the priorities of the community; and expand public awareness of the government system and the public's rights and responsibilities within the criminal justice system.

Section II – Application Deadline

Original applications must be received at DJCS no later than **4:30 PM on Friday, March 27, 2015.** Faxed, post-marked, or late applications will NOT be accepted. Please make sure the Authorized Official signs page one (1) and the JAG Special Conditions.

Completed applications must be submitted to:

Attn: Thomas Hansen
Senior Justice Programs Specialist
WV Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

The following application format requirements must be followed or the application will be returned to the applying agency:

- **Each section of the submitted application must follow the order of the application kit** (Note: follow the instruction manual and application forms)
- **Do NOT submit application in a 3-ring binder**
- **Project Narrative must be typed in a 12 point font**
- **All applications MUST fall under one of the three Abstracts provided with the application packet**

If you have any questions or need assistance in the preparation of this grant application, please contact Thomas Hansen at:

Telephone: (304) 558-8814, ext. 53332
Fax Number: (304) 558-0391
E-mail: Thomas.A.Hansen@wv.gov

Section III - Eligible Applying Agencies

An agency must provide services to participants in the Criminal Justice System, including, but not limited to, perpetrators, victims, staff, or treatment, and must be a county commission, municipality, or state agency, applying on behalf of a city, county, private non-profit or a combination of these, in order to be eligible to receive WV JAG funding.

Please note that all non-profit organizations **MUST** apply through a city or county commission to be eligible for funding.

Section IV - Grant Application Process

Applicants for the West Virginia Justice Assistance Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. There is no guarantee of funding beyond the one year award period.

The application process consists of the following steps:

1. Requests for Proposals: Requests for proposals (RFP's) will be mailed to all county commissions, municipalities, local and county law enforcement agencies, victim service entities, and other participants in the WV Criminal Justice System. If an agency is interested in an application kit, a section of the RFP will be returned to DJCS with appropriate mailing and contact information. Applications can also be downloaded on the WV DJCS website at www.djcs.wv.gov.
2. Application Kits: An application kit will be emailed to all current WV JAG project directors during the same period the RFP's are distributed. Application kits will also be mailed to eligible agencies that complete and submit a RFP request form, as well as being available on the WV DJCS website. The application kits will include the new fiscal year proposal application and program guidelines, as well as DJCS contact information and the proposal application deadline date.
3. Acknowledgement of receipt of applications and initial review: Applications will be promptly acknowledged upon receipt and reviewed for completeness by DJCS staff. The applicant will be immediately contacted if omissions appear.
4. Staff Assessment: Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and/or recommendations will be attached and the application will be forwarded to the West Virginia Justice Assistance Grant Board for consideration after staff has evaluated the merits of the application that might include, but will not necessarily be limited to:

- a. Compliance of the proposed project application with the priority programs described in the state and federal priority areas.
 - b. Organization of the project, including eventual assumption of costs by the applicant agency (Plan of Sustainability).
 - c. Probability that the grant will achieve its objective(s).
 - d. Adequate fiscal responsibility and resources.
 - e. Coordination of efforts with other agencies, particularly local criminal justice system participants and victim services, to include resources and financial support.
 - f. Need for the project.
 - g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.
 - h. Geographic area(s) to be served.
 - i. Determination that the program does contain the stipulated core elements.
 - j. Coordination of efforts between agencies to develop a multi-jurisdictional program in order to more effectively serve a broader community.
 - k. Ability to adequately assess and address the needs of the population to be served.
 - l. Record of effective services.
5. Members of the applying team who are familiar with the proposed project are requested to be available, via telephone, to the West Virginia Justice Assistance Grant Board to answer any questions regarding the proposal.
6. The West Virginia Justice Assistance Grant Board will make the recommendations as to the disbursement of JAG funds. Subcommittee will submit one (1) of the following four (4) recommendations to the Governor:
- a. Approve the application as submitted.
 - b. Approve with conditions, budget adjustments, or amendments to the application.
 - c. Return the application for revision (the required revision will be appended to the application).
 - d. Denial.

Staff will take the necessary actions to affect the Board's recommendations which include conveying those recommendations to the Governor via predetermined format.

Applicants should note that authority to make grant awards is vested only by the Governor. Board recommendations are advisory only and should not be considered as indicative of the final action by the Governor.

Section V - What an Application Must Include

Refer to Appendix B for applicable application forms.

General Administrative Information – Page 1

The following information will need to be completed in its entirety for the application to be considered complete.

- ☞ **Applicant Agency:** List name, address, telephone number, and fax number of the agency applying to the West Virginia Justice Assistance Grant Board. Address listed in this section must be the official address to receive reimbursement checks.
- ☞ **Type of Agency:** Check the type of agency applying – State, County, or Municipality. Non-profit agencies **MUST** apply through a city, county, or unit of local government to eligible for funding.
- ☞ **Project Director:** List name, title, address, telephone number, fax number, and e-mail of the individual charged with implementing the project (the actual day-to-day operation). This individual cannot also be the fiscal officer or authorized official.
- ☞ **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the individual responsible for the fiscal records of the project. This individual cannot also be the authorized official or project director.
- ☞ **Funds Requested:** Amount of funds requested from the WV JAG Board by the applicant agency.
- ☞ **Matching Funds Utilized:** Funds committed by the applicant agency to fully or partially implement the project. These funds will also include fiscal contributions from all agencies involved in a multi-jurisdictional program application. Please refer to the match section of the instruction manual (page xi) or Program Guidelines (section 6) for specific match requirements.
- ☞ **Amount Awarded:** This amount will be completed by DJCS when funding recommendations are approved.

- ☞ **Project Period.** Fiscal Year 2012 WV Justice Assistance Grant funds will be funded for twelve (12) months beginning July 1, 2012, and ending June 30, 2013.
- ☞ **Number of Years Previously Funded:** Indicate whether or not the applicant has received prior years of funding through the West Virginia Justice Assistance Grant program. This will also include years in which the applying agency has received grant funds through a different fiscal agency. *(Example: Barbour County Commission received grant funds for two years through the Randolph County Commission and then applies independently for FY 2012 grant funds. Barbour County would list 2 years of prior funding).*
- ☞ **Estimated number of participants to be served by the grant:** Provide a projected number of participants to be served through this project.
- ☞ **Geographic Area Served:** Indicate each county or municipality served by this grant project.
- ☞ **Total Population:** Include the total population for the county(ies) or city(ies) to be served. (i.e. If the application includes three counties then this number would be the total population for all three counties combined). Population numbers should be consistent with the most recent census data available.
- ☞ **Project Title:** Provide a very brief title for the proposed project. (i.e. West Virginia Child Advocacy Network.)
- ☞ **Project Description:** Provide a brief overview of the program which will include a VERY BRIEF summary of the program's concept and overall goal. (i.e. "Provide services for child abuse victims in Greenbrier and Pocahontas counties"). *NOTE – this section should be kept brief enough to avoid the next section (authorized official) to be continued on to a following page.*
- ☞ **Authorized Official:** List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applying agency. The only eligible authorized officials for the JAG application are County Commission Presidents, Mayors, or State Agency Heads. This individual cannot also be the project director or fiscal officer. An **original signature** of the authorized official is required on page one. *NOTE – Make sure this entire section remains on page 1. If the section continues to a following page, applicants MUST shorten the Project Description section to allow the AO section to remain on page 1.*

List the applicant name and the applicant agency's Federal Employee Identification Number (FEIN) in the spaces provided. *NOTE - All funds listed must be rounded to the nearest whole dollar amount.*

- ☞ **WV JAG Requested Funds Column:** Indicate the amount of grant funds requested in the various budget categories (i.e. Personnel/Contractual, Travel/Training, Equipment, and Other) allowable under the WV Justice Assistance Grant program.
- ☞ **Local (Match) Funds Column:** Indicate the local funds allocated to the various budget categories. This is the cash match contribution.
- ☞ **Total Budget Column:** WV Justice Assistance Grant requested funds plus other (matching) funds. This total should be column A + column B.
- ☞ **Funding Strategy:** List separately each source of funds for the project and indicate the status of each funding source as outlined below the funding strategy section.

NOTE – WV Justice Assistance Grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial and progress reports are submitted each month to obtain reimbursement from the grant for monthly project expenditures.

Budget Detail – Page 3

This information should provide general line item descriptions for each budget category item requested for funding and for items provided as local matching funds as summarized on Budget Summary Page 2. Be sure to list totals with the appropriate line item in the proper budget category and in the correct column. Total figures should match the totals on the budget summary page.

- ☞ **Personnel / Contractual:** List personnel expenses for all purposes proposed through the grant, including any contractual/consultant services. List the name and title of each position with the total salary costs and benefits. List each contractual agency and/or individual and service provided with the total cost for each. Job Descriptions for personnel and copies of contracts for contractual services will be required in page 9 of the application. Resumes will also be required for each current staff member requesting funding through the grant.
- ☞ **Travel / Training:** Reflect all project travel costs and/or training expenses associated with this proposal. List the names of identified training events proposed to attend with estimated costs.

NOTE - Travel expenses incurred for this project must be for the purpose of meeting the objectives of the project. Expenses may not exceed ceilings established by State of West Virginia Travel Regulations or the applicant agency's travel regulations, whichever is stricter. A portion of

the grant may be utilized to cover training expenses (registration fees, mileage, per diem, and lodging) in accordance with WV State Travel Regulations to enhance the skills of staff providing services to offenders. Unless particular training events are specified in an approved grant budget, all training events and expenses must have prior written approval from DJCS. Per new federal regulations NO FOOD OR DRINK can be purchased with federal grant monies. Therefore, none will be approved under the Justice Assistance Grant.

- ☞ **Equipment:** List proposed property purchases with grant funds which have an estimated life expectancy of one or more years and cost \$5,000 or more per individual item. NOTE - Installation and transportation costs are included as part of the cost of equipment.
- ☞ **Other:** Items not meeting the requirements of the equipment category and those expenses not classified elsewhere. (i.e. drug testing supplies, program materials, etc)

Budget Justification – Page 4

Provide a more detailed breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also why the expense is needed to carry out the proposal. For line items listed, sufficient breakdown would include:

- ☞ **Personnel / Contractual:** List positions as contractual (no benefits) or personnel with the benefits spelled out in detail. To show personnel with benefits – reflect the gross wages (salary) plus any benefits, such as FICA, Worker's Compensation, Retirement, etc. Be sure to indicate whether the position is full-time or part-time and provide a breakdown of the percent used for all benefits. For hourly employees – indicate the hourly rate, the number of hours per week, and the total number of weeks to be worked during the grant cycle. For example: \$10 / hour x 24 hours / week x 52 weeks = \$12,480.00
- ☞ **Travel / Training:** Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant's mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. If a courtesy vehicle is used (i.e. county vehicle) the rate is 14 ½ cents per mile. Training expenses should reflect workshop or conference name, date, registration fees, lodging costs, and meal allowance. Meal allowances are limited for only overnight stays per West Virginia State Travel Regulations.
- ☞ **Equipment:** Provide a detailed description of the equipment needed and the costs included. Indicate where the equipment will be located and for what purpose the equipment will be used.

- ☞ **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x \$10 per workbooks = \$350.00).

- ☞ **NOTE:** *An example of an appropriate Budget Justification has been provided with this grant application.*

MATCH: Portions of funded projects must receive financial support from sources other than WV Justice Assistance Grant funding. This is known as the matching contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project and to foster the dedication of local and community fiscal resources to the purposes of the project. Applicants must demonstrate a financial contribution to supplement the project.

The matching requirements are as follows:

Matching Funds: Matching funds for the JAG program must be cash match used for eligible project related costs. The grantee matching share must be expended in the same manner and proportion as budgeted in the grant application. The grantee share must also be expended in the same time concurrence (grant period) as the federal funds are expended. Accurate records must be maintained and show the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of federal funds.

The required match is 25% of the total project. This is calculated as follows:

Example

Amount of JAG grant: \$10,000

$10,000 \div .75 = \$13,333$

Total Project = \$13,333

JAG Funds = \$10,000

Matching Funds = \$3,333

(total project subtract grant funding = required match)

Multi-county projects, cooperative agreements and fiscal agent appointments: Where a group of counties combine and submit a joint application for funds, such application shall contain a cooperative agreement indicating each county's willingness to collaborate and describing in detail each

county's role and responsibility to the project. Such multi-county applications shall provide for the appointment of one (1) fiscal agent to coordinate the financial activities of the grant award. This appointed fiscal agent will serve as the applying agency for the grant application.

Please refer to Appendix C for further guidance on match calculations and requirements.

NOTE - Also provide a detailed description for all matching funds in this section. Indicate the source, the amount, and the purpose of the matching contribution.

Project Narrative – Page 5

Provide a detailed description of how the applicant will use West Virginia JAG funds. Complete the Project Narrative by following the format outlined below. Be sure to label each section of the Narrative to correspond with the headings listed in the instructions provided. All components listed for each section must be addressed for the application to be complete. Attach additional pages as needed (additional pages should be labeled 5a, 5b, 5c, etc.)

A. Problem Statement: The problem/need should be clearly identified and substantiated by research and statistics specific to the targeted service delivery area and population. Components of the Problem Statement must include:

- Description of the specific problem to be addressed by the project. Supporting current data should be provided to justify the need for this type of project/program.
- Description of method used to evaluate the local need for services.
- Description of the target population to be served. The specific needs of the target population should be directly outlined.
- Description of any unique characteristics, barriers, or challenges of the applicant's locality as they relate to the identified problem.
- Existing projects **must** show a continued need – a copy of last years problem statement will not be accepted.

B. Program Description and/or Solution to the Problem: At a minimum, the following components must be provided:

- Brief background summary of the program, including past experiences and why the application is being submitted.
- Description of how the proposed project will address the needs identified in the problem statement.
- Description of the program's anticipated impact on the target population.

- Describe the major activities necessary to implement the project – briefly describe all services to be provided, procedures to be followed, and how achievement will be documented.
- Existing projects **must** show impact of their previously funded project on the target population – a copy of last years program description is not acceptable.

NOTE - Detailed goals, objectives, activities, outcome measures, and implementation timeline will be required for Page 6 of the application.

C. Project Assessment/Evaluation: Describe how the program will assess results of the proposed project, including:

- Data to be collected
- Methodology for data collection
- Who will be responsible for performing the assessment
- How the results will be used to enhance the project

D. Strategic Plan for Program: Describe exactly how the community was involved in the development of the program and the extent to which the local criminal justice system played a role. Also, describe the function of the local board and how it will operate relative to the implementation of the proposed project. A membership list of the collaboration participants is required for Page 7 of the application.

Grant Goal(s) & Objective(s) – Page 6

Overall project goal(s) may be briefly described in the program description and/or project assessment section(s), but specific grant goal(s) and objective(s) need to be documented in this section. Grant goals and objectives should be directly related to the grant funds requested. (For example: If the project is requesting funds for a case manager, a substance abuse counselor, and an adult education instructor, then the goals and objectives should not be related to how many clients will complete a community service program or how many hours of community service will be completed. Instead, the goals and objectives should be related to the intake and assessments to be completed, clients to be provided substance abuse counseling, proposed percent of clients to successfully complete the substance abuse and education programs during the grant period, etc.) In this section, applicants must:

- ☞ State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.
- ☞ Outcome measures and activities are required for each objective. Identify the data elements to be used to measure the program's outcomes.

- 3 Describe the implementation strategy for each objective. Strategies need to be brief and to the point. Identify the data elements to be used to measure the program's progress.

A general description for the terminology used on this form is listed below:

- Goal(s) - A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the applicant. These goals may be both short and long range. **There should be a minimum of at least one goal for the proposed project.**
- Objective - A specific statement of the desired short-term, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. It is extremely important to realize that objectives must be achievable and feasible within the specific time frames. **There must be at least one measurable objective for each goal.** The standard recommended practice of goals and objective writing is to provide one (1) to three (3) objectives for each goal.
- Outcome Measure - The data or tool used to measure achievement of the objective. Describe how data will be collected and analyzed and who the results will be shared with.
- Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

Collaboration Participants – Page 7

Although an Memorandum of Understanding not required for all applicants the JAG Board strongly encourages each program to establish and maintain such a board.

Collaboration Participants should include representation from both community-based and system-based agencies. System-based agencies include all law enforcement and other government related entities. Community-based parties are non-profit, faith-based, and non-government related entities.

Hiring Procedures and Job Descriptions – Page 8

Provide a description of the program agency's procedure(s) for hiring employees who are to be funded under the WV Justice Assistance Grant. Also, include a job description and qualifications for each of the position(s) proposed under the

grant. If the position(s) are currently filled, then include a resume for each filled position requested for grant funding.

Program Operational Budget – Attachment A

Applicants must demonstrate the ability to adequately operate on a reimbursement basis. Attach the operational budget for the applying program along with a brief 3-year strategic financial and programmatic plan of operation. *NOTE – If the application includes multiple counties or cities, an operational budget must be submitted for each county with a physical program site. If applying for a Multi-Jurisdictional Task Force, task force budget should be provided. If applying for a non-profit agency, 501c3 budget should be provided.*

Plan of Sustainability – Attachment B

A detailed description of how the project will be continued in the event West Virginia Justice Assistance Grant Program funds are relinquished.

- This plan must illustrate the willingness and capacity to continue the project after grant funds are no longer available.
- The plan should also describe any working relationships that would be maintained as a result of the prior grant funding.

NOTE – This section requires a plan to continue the project without grant funding. Indicating the program will be discontinued or closed without grant funds is not an acceptable plan. Programs must address how they will obtain and/or utilize other funds, partnerships, etc. to maintain the project is required.

Other Required Program Information – Attachment C

Please a copy of the following items with Attachment C of the application:

- 1. Current Task Force Memorandum of Understanding**
- 2. Law Enforcement Entry Level Salary Certifications**
- 3. Prevention Resource Officer Board of Education Agreement**
- 4. Memo of IBR Compliance from West Virginia State Police** (all city, county, and state agencies are required to have this. If multiple cities or counties are covered under this application, a Memo must be provided for EACH participating agency)
- 5. 501c3 Documents and Articles of Incorporation**
- 6. Active CCR Documentation**

Standard and Special Conditions and Assurance – Attachment D

Sub-grants funded under the West Virginia Justice Assistance Grant program agree to comply with all Standard and Special conditions and assurances listed. By certifying and signing the application on page one (1) and the final page of Attachment D the authorized official is indicating they have read, understand, and will comply with all Standard and Special conditions and assurances listed in this section.

Abstracts

Please note that all projects applying for JAG funds MUST apply under one of three program areas: 1) Task Force, 2) Prevention Resource Officer, or 3) New, Innovative Crime Reduction Program. Any application that does not fall under one of these three categories will not be considered for funding.